TOPIC 3: ESTABLISHING A JOB APPLICANT

The purpose of this topic is to record and view basic job application information such as applicant ID, name, application date, referral source, start date, and applicant preferences. Each application must be connected to a job vacancy, which is identified by a job notice ID.

At the end of this topic, you will be able to:

- Describe the functions of a JOBA transaction

- Complete a JOBA transaction

JOB APPLICATION (JOBA)

Job Application

Applicant ID [- -]   Job Notice ID [RAT02W1001]

Applicant Name

Prefix	First	Middle	Last	Suffix
[ ]	[ ]	[ ]	[ ]	[ ]

Applicant Status | Applicant Preferences

Applicant Status [ ]   Status Reason [ ]   Status Date [/ /]

Application Date [/ /]   Application Termination [/ /]

Applicant is Current / Previous Employee   Referral Source [ ]

○ Current Employee   Referring Employee [- -]
○ Previous Employee
○ Neither
◉ Not Applicable

Employee ID [- -]

NOTES

JOB APPLICATION PROCESS

To establish a job applicant in the SAM II HR/Payroll System, a job application must be entered through the Job Application (JOBA) transaction. The applicant may be a current or former employee, or a new potential employee. Each application is for one job, referenced by the Job Notice ID. However, the applicant may apply for several different jobs by submitting an application for more than one job notice.

Each applicant must typically complete several scheduled activities (such as interviews, medical examinations, etc.) which are recorded on the Applicant Scheduled Activities (APSA) transaction. Details of each interview can be recorded on the Job Interview (JOBI) transaction. Test scores and other user-defined factors are entered on the Application Evaluation (APEV) transaction.

In order for an application to be successfully maintained, the following functions need to be completed:

- Enter a Job Application

- Enter an Applicant's Scheduled Activities

- Enter Interview Information

- Enter Other Applicant Evaluations

The Job Application (JOBA) transaction is the only transaction required for the job applicant. However, other transactions are available to record information about applicant-scheduled activities or interview information.

The applicant can apply for several different jobs by submitting one application for each unique job notice ID. The applicant can be a current or previous employee, or a potential new hire.

Each time the status of the application changes, the Job Application (JOBA) transaction is used to update the record. A status change might change from the initial application to a rejected status. At least one job application must be entered for the applicant before any other applicant-related information can be entered.

Let's look at a common scenario and complete a JOBA.

JOB APPLICATION (JOBA)

Job Application

Applicant ID [- -]   Job Notice ID [RAT02W1001]

Applicant Name

Prefix	First	Middle	Last	Suffix

Applicant Status | Applicant Preferences

Applicant Status [ ]   Status Reason [ ]   Status Date [/ /]

Application Date [/ /]   Application Termination [/ /]

Applicant is Current / Previous Employee   Referral Source [ ]

○ Current Employee

○ Previous Employee   Referring Employee [- -]

○ Neither

⦿ Not Applicable
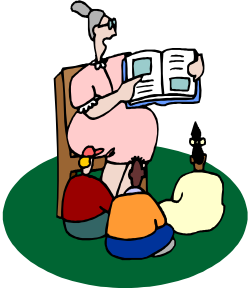
Employee ID [- -]

NOTES

SCENARIO

You need to complete a Job Application (JOBA) for Charles Drew for the Construction Technician position at your agency. Now you want to begin entering his application information on the Job Application window.

The Job Notice number is RAT03W1001.

POSITION PREFERENCE	WORK CYCLE	START DATE
1. Construction Technician I	Friday – Sunday	April 1, 2000

POSITION AVAILABILITY

☐ FULL-TIME ☐ PART-TIME

☐ TEMPORARY ☒ SEASONAL

REFERRAL SOURCE

☒ NEWSPAPER ☐ RADIO/TV ☐ EMPLOYEE

☐ INTERNET ☐ JOB SERVICE ☐ OTHER

CONTACT PREFERENCE

☒ HOME ☐ WORK/OFFICE

The applicant is ready to start immediately.

JOB APPLICATION (JOBA)

Job Application

Applicant ID	R03 - 03 - 10001
Job Notice ID	RAT03W1007

Applicant Name

Prefix	First	Middle	Last	Suffix
MR	CHARLES		DREW	

Applicant Status | **Applicant Preferences**

Applicant Status	AC	Status Reason	Status Date / /
Application Date / /		Application Termination	/ /

Applicant is Current / Previous Employee

○ Current Employee
○ Previous Employee
○ Neither
◉ Not Applicable

Employee ID - -

Referral Source

Referring Employee - -

NOTES

JOB APPLICATION (JOBA)

Remember that the Job Application (JOBA) transaction is the only required transaction relating to the applicant. Each JOBA is tied directly to one job vacancy. For each job an applicant wishes to be considered for, a separate JOBA must be completed.

Step 1 To open the JOBA from the SAM II Desktop Navigator window, click the GO TO icon. Type JOBA in the Code field. Click on the OPEN button.

Step 2 Populate the fields on the header section of the JOBA using the Agency Identifier and the Applicant's Social Security Number.

> **APPLICANT ID** – Required. Enter a new applicant identification number to establish a new applicant profile. The Applicant ID will consist of the one character agency identifier and the applicant's social security number. To change an existing applicant profile, enter the number of applicant profile to be changed. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

> **JOB NOTICE ID** – Required. Enter the job notice identification number. Valid values are located on the Job Notice Roster (QJNT) window. Type **RAT03W1001**

> **PREFIX** – Optional. Enter the applicant's name prefix (e.g., such as Mr., Mrs., Dr., etc.). Valid values are located on the Name Prefix (PREX) window.

> **FIRST –** Required. Enter the applicant's first name. Type **CHARLES**

> **MIDDLE –** Optional. Enter the applicant's middle name or initial.

> **LAST** – Required. Enter the applicant's last name. Type **DREW**

> **SUFFIX –** Optional. Enter the applicant's name suffix (e.g., Jr., Sr., etc.). Valid values are located on the Name Suffix (SUFX) window.

APPLICANT STATUS PANEL

The Applicant Status panel includes information about the status of this applicant to the specific job vacancy.

Step 3 Populate the fields on the Applicant Status panel of the JOBA.

> **APPLICANT STATUS** – Required. Enter the current status of the application. Valid values are located on the Applicant Status (APST) window. Type **AC**

JOB APPLICATION (JOBA)

Job Application

Applicant ID R03 - 03 - 10001   Job Notice ID RAT03W1007

Applicant Name

Prefix	First	Middle	Last	Suffix
MR	CHARLES		DREW	

Applicant Status | Applicant Preferences

Applicant Status AC   Status Reason NA   Status Date 05 / 01 / 00

Application Date 05 / 01 / 00   Application Termination 11 / 01 / 00

Applicant is Current / Previous Employee   Referral Source NEWSP

○ Current Employee
○ Previous Employee   Referring Employee   -   -
◉ Neither
○ Not Applicable

Employee ID   -   -

ADVANTAGE Desktop - OA134

File   Edit   Display   Process   Window   Help

Job Application

Applicant ID R03 - 03 - 10001   Job Notice ID RAT03W1001

Applicant Name

Prefix	First	Middle	Last	Suffix
	CHARLES		DREW	

Applicant Status | **Applicant Preferences**

Start Date 05 / 31 / 00   Work Cycle OUS   Work Phone (   )   -   Ext

Accept Temporary Position   Call at Work   Placement Preference

○ Yes   ○ Yes   Agency   Rank   Geographic Area   Rank
○ No   ○ No
◉ Not Applicable   ◉ Not Applicable

Accept Part-time / Seasonal Position

○ Yes
○ No
◉ Not Applicable

Messages   Tran ID: 12:12 PM   05/31/00

JOB APPLICATION (JOBA)

Step 3 Continue to populate the fields on the Applicant Status panel of the JOBA.

STATUS REASON – Required. Enter the reason for the "Applicant Status". Valid values are located on the Applicant Status Reason (APSR) window. Type **NA**

STATUS DATE – Required. Enter the date (*mm/dd/yy*) of the current status. Type **TODAY'S DATE**

APPLICATION DATE – Required. Enter the date (*mm/dd/yy*) that the application was completed. Type **TODAY'S DATE**

APPLICATION TERMINATION – Optional. Enter the date (*mm/dd/yy*) that the application was terminated.

APPLICATION IS CURRENT/ PREVIOUS EMPLOYEE – Optional. Select the value to indicate whether the applicant is a current or previous employee. Valid values are Current Employee, Previous Employee, Neither and Not Applicable.

EMPLOYEE ID – Conditional. Employee ID is required if the applicant is a current or previous employee; if not, this field is optional. If the applicant is a current or previous employee, enter the employee identification number.

REFERRAL SOURCE – Optional. Enter the referral source codes. Valid values are located on the Referral Source (REFR) window. Type **NEWSP**

REFERRING EMPLOYEE – Optional. Enter the identification number of the employee who referred the applicant.

APPLICANT PREFERENCES

The Applicant Preferences panel includes information about an applicant's preferences in areas such as part-time or seasonal work, temporary positions, and placement preferences.

Step 4 Populate the fields on the Applicant Preferences Panel.

START DATE – Optional. Enter the start date (*mm/dd/yy*) for employment. Type **TODAY'S DATE**

WORK CYCLE – Optional. Enter the preferred work cycle code. Valid values are located on the Work Cycle (WKCY) window. Type **OUS**

JOB APPLICATION (JOBA)

Job Application

| Applicant ID | R03 - 03 - 10001 | Job Notice ID | RAT03W1007 |

Applicant Name

Prefix	First	Middle	Last	Suffix
MR	CHARLES		DREW	

Applicant Status | Applicant Preferences

Start Date 05 / 01 / 00   Work Cycle OUS   Work Phone ( ) - Ext

Accept Temporary Position
- ● Yes
- ○ No
- ○ Not Applicable

Accept Part-time / Seasonal Position
- ● Yes
- ○ No
- ○ Not Applicable

Call at Work
- ○ Yes
- ● No
- ○ Not Applicable

Placement Preference

Agency	Rank	Geographic Area	Rank

NOTES

JOB APPLICANT WINDOW (APPLICANT PREFERENCE)

Step 4 Continue to populate the fields on the Applicant Preferences panel of the JOBA.

WORK PHONE – Conditional. This field is required if "Call at Work" is "Yes".   Enter the applicant's work telephone number (area code and number).

EXTENSION – Optional. Enter the extension, if any, of the applicant's work telephone number.

ACCEPT TEMPORARY POSITION – Optional. Select Yes if the applicant will accept a temporary position, No if the applicant will not, or Not Applicable if acceptance of a temporary position does not apply to this applicant. Select **YES**

CALL AT WORK – Optional. Select Yes if the applicant can be called at work, No if the applicant cannot be called at work, or Not Applicable if this does not apply to the applicant.

ACCEPT PART-TIME/SEASONAL POSITION – Optional. Select Yes if the applicant will accept a part-time/seasonal position, No if the applicant will not accept a part-time/seasonal position, or Not Applicable if acceptance of a part-time or seasonal position does not apply to the applicant. Select **YES**

Placement Preference

AGENCY (1-3) – Optional. Enter the preferred agency code. Applicants can have up to three preferences.

RANK (1-3) - Conditional. This field is required if a value is entered for "Agency." Enter the rank code of the preferred agency. The rank code identifies preferences among the specified agency codes. Valid values are located on the Rank (RANK) window.

JOB APPLICATION (JOBA)

Job Application

| Applicant ID | R03 - 03 - 10001 | Job Notice ID | RAT03W1007 |

Applicant Name

Prefix	First	Middle	Last	Suffix
MR	CHARLES		DREW	

Applicant Status | **Applicant Preferences**

Start Date 05 / 01 / 00   Work Cycle OUS   Work Phone ( ) -   Ext

Accept Temporary Position
- ⦿ Yes
- ○ No
- ○ Not Applicable

Call at Work
- ○ Yes
- ⦿ No
- ○ Not Applicable

Placement Preference

Agency	Rank	Geographic Area	Rank

Accept Part-time / Seasonal Position
- ⦿ Yes
- ○ No
- ○ Not Applicable

NOTES

JOB APPLICATION (JOBA)

Step 4 Continue to populate the fields on the Applicant Preferences panel of the JOBA.

GEOGRAPHIC AREA (1-3) – Optional. Enter the preferred geographic location code(s). The applicant can have up to three preferences. Valid values are located on the Geographical Location (GEOG) window.

RANK (1-3) – Conditional. This field is required if a value is entered for "Geographic Area." Enter the rank of the preferred geographic location. The rank code identifies preferences among the specified geographic location codes. Valid values are located on the Rank (RANK) window.

JOB APPLICATION (JOBA)

ADVANTAGE Desktop - OA86

File Edit Display Process Window Help

Update	F8
Update Suspense	Shift+F8
Delete	F9
Delete Suspense	Shift+F9
Hold	F11
Take Off Hold	Shift+F11
Approve	F12
Unapprove	Shift+F12
Approve-Update	Ctrl+F12
Approve-Delete	Shift+Ctrl+F12
Undo	Ctrl+Z

Job Application

Applicant ID R03 - 03 - 10001   Job Notice ID RAT03W1007

Applicant Name

Prefix	First	Middle	Last	Suffix
MR	CHARLES		DREW	

Applicant Status   Applicant Preferences

Start Date 05 / 01 / 00   Work Cycle OUS   Work Phone [   ]   -   Ext

Accept Temporary Position
○ Yes
○ No
○ Not Applicable

Call at Work
○ Yes
● No
○ Not Applicable

Placement Preference

Agency	Rank	Geographic Area	Rank

Accept Part-time / Seasonal Position
● Yes
○ No
○ Not Applicable

Job Notice ...   Navigator

1 of 6: APPROVAL 1 APPLIED   Messages Tran ID:000501024346   9:01 AM 05/01/00

NOTES

APPROVING A JOB APPLICATION (JOBA)

You have completed entering the field information for the JOBA. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The JOBA requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the JOBA.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4 Close the transaction.

TESTING YOUR KNOWLEDGE

Here is your chance to demonstrate what you have learned about completing a job application.

1. The JOBA is used to record which of the following information:

    A. Referral Source.

    B. Applicant will accept a Temporary Position.

    C. The placement preference of the applicant.

    D. All of the above.

2. True or False? The JOBA transaction is a required transaction for a job vacancy notification to be complete.

3. What do you do if the status of a job application changes?

4. You have an applicant who wishes to apply for three job notices within your agency. How would you accomplish this?

EXERCISE

Now that you have an understanding of how to establish a job application, use the information below to establish an application for Abby Wallace for the job notice vacancy for an Associate Public Health Lab Scientist. Abby Wallace found out about the position from a newspaper ad.

APPLICANT ID – **SEE STUDENT CARD**

JOB NOTICE ID – Type **QAT03E2001**

APPLICANT STATUS – Type **AC**

STATUS REASON – Type **NA**

STATUS DATE – Type **TODAY'S DATE**

APPLICATION DATE – Type **TODAY'S DATE**

NOTES